
Request for Qualifications

0634-226

Project Title: **Foster Parent Support and Retention – Home Based Services**

Estimated Contract Period: January 1, 2007 through December 31, 2007.
Amendments extending the period of performance, if any, shall be at the sole discretion of DSHS.

Proposal Due Date: All Proposals whether mailed or hand delivered must arrive by 3 p.m. Pacific Standard Time on November 1, 2007.
Faxed bids WILL NOT be accepted.
E-mailed bids WILL NOT be accepted.

Submit Proposal To: **Proposal Delivered by Mail:**

Andrew Kramer, RFQ Coordinator
Department of Social and Health Services
Administrative Services Division
Central Contract Services
PO BOX 45811
Olympia, WA 98504-5811

Proposal delivered by Express / Hand Delivery, Or Courier:

Andrew Kramer, RFQ Coordinator
Department of Social and Health Services
Administrative Services Division
Central Contract Services
4500 10th Avenue SE
Lacey, WA 98503

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I. INTRODUCTION

A. PURPOSE OF REQUEST FOR QUALIFICATIONS

The Department of Social and Health Services (Department or DSHS), Children's Administration (CA) intends to award one or more contracts per region to a qualified organization or organizations to establish a caregiver critical support and retention program. Qualified bidders include government entities and non-profit organizations.

The purpose of the contract(s) is to establish a critical support and retention program statewide for caregivers of children placed in licensed foster care and unlicensed foster care (children placed in relative care by CA) and to develop a program that provides support to caregivers to successfully maintain placements of sexually reactive children, physically aggressive children, or children with other high-risk behaviors. Services consist of short term therapeutic and educational interventions, utilizing Evidence Based Programs in the foster home, to support the stability of the placement.

B. BACKGROUND

This contract is being implemented in response to SSHB 3115, an act relating to establishing a caregiver critical support and retention program which became statute on March 8th, 2006. The bill can be accessed at: <http://www.leg.wa.gov/pub/billinfo/2005-06/Pdf/Bills/Session%20Law%202006/3115-S2.SL.pdf>

Through this contract caregivers who are having difficulty caring for foster children who are physically or sexually reactive (excluding children who are eligible for SAY funding), receive intensive services in their homes.

Generally, sexually reactive children are those who exhibit sexual behavior problems that, at a minimum could be considered inappropriate for children their age;

Generally, children with high risk behaviors include those with an observed or reported history of behaviors that may be harmful to themselves or others or may have conditions (mental or physical) that would put them at high risk of being harmful to themselves or others.

Generally, physically assaultive children exhibit physical behaviors that, at a minimum, are developmentally inappropriate and harmful to themselves or others.

Specific behaviors and definitions will be identified at the time contacts are negotiated.

SSHB 3115 outlines in detail the kind of services to be offered. Under the foster parent critical support and retention program, caregivers who care for sexually reactive children, physically reactive children, or children with other high risk behaviors shall receive:

- Telephone contact at any time of the day or night to address specific concerns related to the identified child;
- Assessment of risk and development of a safety and supervision plan;
- Foster parent training in their home, utilizing evidence-based models; and
- Referral to relevant community services, support and training opportunities provided by the local Children's Administration office or community agencies.

C. PROJECT SCOPE

The clients under this contract are foster parents who have foster children placed in their care who are sexually reactive or physically assaultive or display other high risk behaviors.

Six key elements targeted during the short term evidence based therapeutic and educational intervention and training model include:

- Initial contractor contact with the referred foster home within 24 hours of referral
- Assessment of behavioral risk and safety of the child
- Development of necessary safety and supervision plans for the foster home*
- Analysis of the identified "high risk behavior" including the use of the Behavior Chain Analysis
- Development and application of a behavior management plan in the caregiver's home that includes services and needs identified by the caregiver and the child or youth.
- Consultation with the caregivers and child in the caregivers home to implement the behavior management plan
- Foster parent education /training in the caregivers home to manage high risk behaviors utilizing and evidence based model (Cognitive Behavioral Therapy)

Specific Program Requirements Include:

- Initial contact with the foster home within 24 hours of referral
- Face to face contact with foster home within 72 hours from receipt of referral after initial contact, the Contractor shall provide 24/7 crisis

response to families for the period of service. In addition, the Contractor's service provider will refer the families to existing local community resources and supports when available. The assigned service provider may assist the family in accessing respite care in accordance with the CA respite policy as well as recommend any training and additional services needed by the family.

- Therapeutic and educational intervention in the foster home to be completed within a three month time period
- Approximately 4-6 weeks following initial contact the Contractor's providers of service will conduct a review of the behavior plan with the child and family and make any necessary adjustments to the plan.
- The contractor shall coordinate services with the assigned social worker and other service providers involved with the child.

The Contractor's providers of services shall participate in quarterly consultation to discuss the services provided under this contract and to receive input on the behavior management plans developed for families.

D. MINIMUM QUALIFICATIONS

The Contractor's service providers must have a Master's Degree, professional training and expertise in cognitive behavioral therapy (CBT), behavior management plans, and experience serving children and families. Expertise must include demonstrated experience providing cognitive behavioral therapy, including behavior chain analysis, or intervention. To remain qualified, providers must participate and provide documentation of a minimum of 4 hours training annually in cognitive behavioral therapy. Any sub-contractors must meet all qualifications listed above.

E. FUNDING

DSHS has budgeted an amount not to exceed \$695,000 for this project. The maximum amount of money to be allocated by region shall be as follows:

Region 1 - \$102,582

Region 2 - \$82,774

Region 3 - \$120,999

Region 4 - \$158,251

Region 5 - \$110,159

Region 6 - \$120,235

DSHS may reject any proposal in excess of that amount. Any contract awarded is contingent upon the availability of funding.

F. DEFINITIONS

See Exhibit A, Definitions, for the meaning of certain terms used in this RFQ.

II. General Information

A. PROCUREMENT CONTACT INFORMATION

Upon release of this RFQ, all communications concerning this RFQ must be directed only to the RFQ Coordinator listed below. Any communication directed to DSHS staff, or its consultant, other than the RFQ Coordinator may result in disqualification. Any oral communications will be considered unofficial and non-binding to DSHS. Bidders should rely only on written statements issued by the RFQ Coordinator.

B. DSHS RFQ COORDINATOR

Contact: Andrew Kramer RFQ Coordinator
Department of Social & Health Services
Administrative Services Division
Central Contract Services

Mailing Address: P.O. Box 45811
Olympia, Washington 98504-5811

Physical Address: 4500 10th Avenue SE
Lacey, Washington 98503

Telephone: (360) 664-6073

FAX: (360) 664-6184

E-mail Address: KrameAW@dshs.wa.gov

C. ACCEPTANCE OF RFQ TERMS

A Proposal submitted in response to this RFQ shall be considered a binding offer. Acknowledgement of this condition shall be indicated by signature of an officer of the Bidder legally authorized to execute contractual obligations by submitting with the Proposal a signed Bidder Information, Certificates and Assurances Form attached hereto as Exhibit B. A Bidder must clearly identify and thoroughly explain any variations between its Proposal and DSHS' RFQ. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFQ.

D. PROCUREMENT SCHEDULE

The Procurement Schedule outlines the tentative schedule for important action dates and times. DSHS reserves the right to revise this schedule at any time and will post any amended schedules on the DSHS Procurement website.

Item	Action	Date
1	Issue RFQ – available for download from Agency Internet site	10/10/06
2	Last Date for Accepting Bidder Written Questions by 3:00 PM	10/17/06
3	Issue Response to Written Questions No Later Than	10/23/06
4	Proposal Submission Due by 3:00 PM	11/1/06
5	Proposal Evaluation	11/7/06 - 11/14/06
6	Oral Presentations, if required	11/17/06 - 11/21/06
7	Notify Apparently Successful Bidder (ASB) & begin Contract Negotiations	12/1/06
8	Notify Unsuccessful Bidders	12/1/06
9	Bidder's Request for Debriefing Due by 3:00 PM	12/6/06
10	Hold Debriefing Conferences (optional to Bidder's)	12/7/06 - 12/11/06
11	Signed Contracts due back from ASB	12/13/06
12	File with OFM (10 day filing period)	12/14/06
13	Contract Execution	1/2/07
14	Begin work	1/3/07

E. CONTRACT

DSHS intends to award one or more contracts for each region to provide the services described in this RFQ.

The Contract term shall be one (1) year commencing on January 1, 2007. Amendments extending the period of performance, if any, shall be at the sole discretion of DSHS.

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Bidders should familiarize themselves with the requirements prior to submitting a Proposal.

F. INSURANCE

The Apparently Successful Bidder must comply with the insurance requirements identified in the sample contract attached hereto as Exhibit C.

G. CONTRACT AMENDMENT

Additional services that are appropriate to the scope of this RFQ, as determined by DSHS, may be added to the resulting Contract by a written amendment mutually agreed to and executed by both parties.

H. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Materials submitted in response to this RFQ shall become the property of DSHS. All proposals, quotes, lists, evaluation documents and other documents that make up this Procurement shall remain confidential until 1) DSHS makes it available to the public pursuant to RCW 42.17, or 2) the contract, if any, resulting from this RFQ is signed by DSHS and the Apparently Successful Bidder. Thereafter, the proposals shall be deemed public records as defined in RCW 42.17.

Bidder's proposal must include a statement on the Letter of Submittal identifying each page of your proposal which contains any proprietary information. Each page claimed to be proprietary must be clearly marked by printing the word "Proprietary" on the lower right hand corner of each page which contains any proprietary information.

If DSHS receives a request to view or copy your proposal, DSHS will respond according to applicable law and DSHS policy governing public disclosure. DSHS will not disclose any information marked "Proprietary" in your proposal without giving you ten (10) days notice for you to seek a court injunction against the disclosure. You may not mark your entire proposal proprietary.

I. WRITTEN REPRESENTATIONS

Proposals should be based on the material contained in this RFQ, any related amendment(s), and any questions and answers directed through the RFQ Coordinator.

J. QUESTIONS AND ANSWERS

Bidders should fax, e-mail or mail written questions to the RFQ Coordinator. Early submission of questions is encouraged. Questions will be accepted until the date set forth in the Procurement Schedule. Questions and Answers will be on the DSHS Procurement website.

K. RFQ AMENDMENTS

DSHS reserves the right, at any time before execution of a contract, to amend all or a portion of this RFQ. Amendments will be posted on the DSHS Procurements Web site, if applicable. If there is any conflict between amendments or between an amendment and the RFQ, whichever document was issued last in time shall be controlling.

L. RETRACTION OF THIS RFQ

DSHS and the State of Washington are not obligated to contract for the services specified in this RFQ. DSHS reserves the right to retract this RFQ in whole, or in part, at any time without penalty.

M. SUBMISSION OF PROPOSALS

Proposals must be prepared and submitted no later than the proposal submission date and time specified in the Procurement Schedule. The proposal is to be sent to the RFQ Coordinator, either by mail or hand delivery, at the address specified in Section II.A., Procurement Contact Information. DSHS will not accept any proposal submitted by fax. DSHS will/will not accept any proposal submitted by email.

You should allow sufficient time to ensure timely receipt by the RFQ Coordinator. You assume the risk for the method of delivery and for any delay in the mailing or delivery of your proposal.

DSHS reserves the right to disqualify any proposal and withdraw it from consideration if it is received after the proposal submission due date and time. All proposals and any accompanying documentation become the property of DSHS and will not be returned.

N. NONRESPONSIVE PROPOSALS

All proposals will be reviewed by the RFQ Coordinator to determine compliance with administrative requirements and instructions specified in this RFQ. DSHS may reject or withdraw your proposal at any time as nonresponsive for any of the following reasons:

- Incomplete proposal;
- Submission of alternative proposals;
- Failure to comply with any part of this RFQ or any exhibit to this RFQ;
- Submission of incorrect, misleading, or false information.

O. MINOR IRREGULARITIES

DSHS may waive minor administrative irregularities related to any proposal.

P. COST TO PROPOSE

DSHS will not be liable for any costs incurred by the Bidder in preparing, submitting or presenting a proposal for this RFQ.

Q. JOINT PROPOSALS

If you submitted a joint proposal, with one or more other bidders, you must designate the prime bidder. The prime bidder will be DSHS's sole point of contact, will sign the contract and any amendments, and will bear sole responsibility for performance under the contract.

R. EXHIBITS

Exhibits to this RFQ are:

- Exhibit A - Definitions
- Exhibit B - Bidder Information, Certifications and Assurances Form
- Exhibit C - Sample Contract

You should be sure that you have downloaded a complete copy of this RFQ and all attached exhibits, as listed above. The procurement documents can be accessed at <http://www1.dshs.wa.gov/msa/ccs/> . If you are unable to download the documents, you should contact the RFQ Coordinator.

It is not a ground for protest if your copy of this RFQ should be missing any exhibit or pages of the RFQ.

S. WITHDRAWAL OF PROPOSALS

After a Proposal has been submitted, Bidders may withdraw a proposal at any time up to the proposal submission date and time specified in the Procurement Schedule. A written request signed by an authorized representative of the Bidder must be submitted to the RFQ Coordinator. After withdrawing a previously submitted proposal, the Bidder may submit another proposal at any time up to the proposal submission date and time.

T. NOTIFY APPARENTLY SUCCESSFUL BIDDER

DSHS will notify the Apparently Successful Bidder on or about the date and time specified in the Procurement Schedule of the selection of the Apparently Successful Bidder by written notice via mail, e-mail and/or fax. DSHS will notify separately the Unsuccessful Bidders on or about the date and time specified in the Procurement Schedule of the non-selection of the Unsuccessful Bidder by written notice via mail, e-mail and/or fax.

U. BIDDER DEBRIEFING CONFERENCE

If DSHS does not select your proposal, you may request a debriefing conference. You must submit your request in writing to the RFQ Coordinator by mail or fax by the date specified in the Procurement Schedule, Section II.C., Figure 1.

Debriefing conferences will be held as established in the Procurement Schedule listed above. The debriefing conference may be conducted either in person or by telephone and will be scheduled for a maximum of one hour.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of your proposal;
- Critique of your proposal based on evaluators' comments; and
- Review of your final score in comparison with other Bidders' final scores without identifying the Bidders.

Identification of the other Bidders, their proposals or evaluations will not be allowed.

V. PROTEST

Protests may be made only after DSHS has sent notification to the Apparently Successful Bidder and to the unsuccessful bidders. In order to submit a protest under this RFQ, a Bidder must have submitted a Proposal for this RFQ, and have requested and participated in a debriefing conference. It is the sole administrative remedy available within DSHS. The following is the process for filing a protest:

1. GROUNDS FOR PROTEST

A protest may be made based on these grounds only:

- Arithmetic errors were made by DSHS in computing the score;
- DSHS failed to follow the procedures established in this RFQ document, or to follow applicable State or federal laws or regulations; or
- Bias, discrimination, or conflict of interest on the part of an evaluator.

2. PROTEST FORM AND CONTENT

A protest must state all of the facts and arguments upon which the protest is based, and the grounds for your protest. It must be in

writing and signed by a person authorized to bind the Bidder to a contractual relationship. At a minimum, the protest must include:

The name of the protesting Bidder, mailing address and phone number, and the name of the individual responsible for submission of the protest;

- The RFQ number and name of the issuing agency;
- A detailed and complete statement of the specific action(s) by DSHS under protest;
- The grounds for the protest;
- Description of the relief or corrective action requested.

You may attach to your protest any documentation you offer to support your protest.

3. SUBMITTING A PROTEST

Your protest must be in writing and must be signed. You must mail or hand deliver your protest to the RFQ Coordinator using the same mailing or delivery address provided in this RFQ for submitting your proposal. Protests may not be submitted by fax or email. DSHS must receive the written protest within five (5) business days after the debriefing conference.

4. PROTEST PROCESS

The RFQ Coordinator will forward your protest to the DSHS designated Protest Coordinator with copies of the following:

- this RFQ and any amendments,
- your proposal,
- the evaluators' scoring sheets, and
- any other documents showing evaluation and scoring of your proposal.

DSHS will follow these procedures in reviewing your protest:

DSHS will conduct an objective review of your protest, based on the contents of your written protest and the above materials provided by the RFQ Coordinator.

DSHS will send you a written decision within five (5) business days after DSHS receives your protest, unless more time is required to review the protest and make a determination. The protesting Bidder

will be notified by the RFQ Coordinator if additional time is necessary.

DSHS will make a final determination of your protest and will either:

- Find that your protest lacks merit and uphold DSHS's actions;
- Find that any errors in the RFQ process or in DSHS's conduct did not influence the outcome of the RFQ, and uphold DSHS's actions; or
- Find merit in the protest and provide options for corrective action by DSHS which may include:
 - That DSHS correct any errors and re-evaluate all proposals affected by its determination of the protest;
 - That DSHS reissue the RFQ document; or
 - That DSHS make other findings and take such other action as may be appropriate.

W. EXECUTION OF THE CONTRACT

If you are the Apparently Successful Bidder, you will be expected to sign a contract with DSHS and any subsequent amendments that may be required to address specific work or services as needed. A sample contract is attached as Exhibit C.

DSHS reserves the right to negotiate the specific wording of the Statement of Work, based on the requirements of this RFQ and the terms of your proposal.

If you fail or refuse to sign the contract or any subsequent amendment within ten (10) business days of delivery to you, DSHS may elect to cancel the award and may award the contract to the next-highest ranked finalist.

Any subcontracts necessary to perform the contract shall be subject to the prior written approval of DSHS.

III. Proposal Contents

A. PROPOSAL CONTENTS

The major sections of the proposal are to be submitted in the order noted below in Section III.C., Contents of Binders:

Proposals must provide information in the same order as presented in this document with the same headings. The questions in each of the sections are described below. All questions must be answered and all items must be included as part of the proposal for the proposal to be considered responsive, even though certain items may not be scored.

B. FORMAT OF PROPOSAL

Proposals must be submitted on standard eight and one-half by eleven inch (8 ½" x 11") white paper.

A font size not less than 12 point must be used.

Proposals must be submitted in separate three-ring binders as specified in Section III.C., Contents of Binders, with tabs separating the major sections of the Proposal, and your name on the front cover or title page of each binder.

Identify each copy of your proposal by including Proposal to RFQ # 0634-226; the title of this RFQ, **Foster Parent Support and Retention – Home Based Services**; and your name on the front cover.

C. CONTENTS OF BINDERS

Submit one binder marked "Original" with Bidder's name and eight (8) copies, in addition, include one soft copy in Microsoft Word 2000 file format or Microsoft Excel 2000 file format if appropriate on a portable media or electronic readable media (Compact Disc (CD-ROM) or 3.5" diskette), with a label on the CD or diskette identifying your name and RFQ# 0634-226 of your proposal containing the following:

- Table of Contents
- Section 1: Administrative Requirements.
- Section 2: Experience and Qualifications Proposal
 - Tab for Questions 1 – 12
 - Tab for Questions 13 – 15 (One tab for each region for which you are submitting a proposal along with separate answers to these questions. Please see further explanation in section E below)
- Section 3: Cost Proposal

D. ADMINISTRATIVE REQUIREMENTS (SECTION 1 OF PROPOSAL BINDER)

Please respond to each item in the same order in which they appear.

1. LETTER OF SUBMITTAL

Bidders must submit a prepared and signed submittal letter on Bidder's official business letterhead stationery. The submittal letter must be included as the first page of Section 1. Signing the submittal letter indicates that the Bidder accepts the terms and conditions of RFQ # 0634-226.

The Bidder's Letter of Submittal must include the following:

- Name, address, principal place of business, telephone number, fax number, and e-mail address of legal entity or individual with whom contract would be written;
- The name of your contact person for this RFQ;
- A detailed list of all materials and enclosures included in your Proposal;
- A statement indicating the region or regions for which you are submitting a proposal.
- A list of all RFQ amendments downloaded by the Bidder from the DSHS Procurements Web site, if applicable, and listed in order by amendment number and date. If there are no RFQ amendments, include a statement to that effect;
- The Bidder's guarantee that its Proposal, as submitted, will remain in full force and effect for 180 days;
- A statement substantiating that the person who signs the letter is authorized to contractually bind the Bidder's firm;
- Identification of the page numbers on the Bidder's Proposal that are marked "Proprietary or Confidential" Information; and
- Any statements you wish to convey to the RFQ Coordinator, including any variations between your proposal and the RFQ.

2. BIDDER INFORMATION, CERTIFICATES AND ASSURANCES FORM

A completed Bidder Information, Certificates and Assurances Form Exhibit B. Please sign and include any attachments that are necessary.

E. EXPERIENCE & QUALIFICATIONS PROPOSAL (SECTION 2 OF PROPOSAL BINDER)

Please respond to each question in the same order in which they appear. Questions 1 through 12 must appear after the first tab and should only be answered once. Questions 13, 14 and 15 must be answered for each region for which you are submitting a proposal and tabbed separately. (for example, a bidder submitting a proposal for regions one and two should have a tab with the answers for questions 1 through 12 followed by a tab for region one with answers to questions 13, 14 and 15 specific to that region, and another tab for region two with answers to questions 13, 14, and 15 specific to that region)

Answers to all questions shall be one page or less in length. Each question should be answered on a separate page.

1. Please describe your experience providing in-home case management for foster children. (5 Points)
2. Please describe your experience providing in-home case management for foster children who are sexually reactive, physically assaultive or have other high-risk behaviors. (10 Points)
3. Please describe your experience in development and application of behavior management plans in a caregiver's home that includes services and needs identified by the caregiver and the child or youth. (10 Points)
4. Please describe what steps you would take if a behavior management plan you developed was not effective for a child who is sexually reactive, physically assaultive or had other high risk behaviors. (5 Points)
5. Please describe your experience providing training and consultation to caregivers who are providing care for children who are sexually reactive, physically assaultive or have other high risk behaviors. (15 Points)
6. Please describe your experience with assessment of "high risk behaviors," (10 Points)
7. Please describe your experience with and application of Behavior Chain Analysis. (5 Points)
8. Please describe your experience in providing 24/7 crisis response to caregivers. (5 Points)
9. Please describe how you would provide 24/7 crisis response to caregivers under this program. (10 Points)
10. Please describe what quality assurance measures you will use to ensure client satisfaction under this program. (10 Points)
11. Please identify the key personnel who will carry out the work on these contracts. Please provide their experience and qualifications as they relate to the minimum qualifications identified in this RFQ. (5 Points)

12. Please describe the course work and training you or the key personnel for this contract have had in cognitive behavior therapy, and behavior management planning. (10 Points)

Region-Specific Questions

Answers to all questions shall be one page or less in length. Each question should be answered on a separate page.

Proposals for more than one region must respond to these questions for each region under a separate tab.

13. For those regions for which you are applying please describe, by region, your knowledge and/or working relationships with people providing community resources and supports for families who have sexually reactive , physically aggressive or other high risk behaviors (5 Points)
- Region 1
 - Region 2
 - Region 3
 - Region 4
 - Region 5
 - Region 6
14. Please describe your ability to implement this program by January 1, 2007 for each of the regions for which you have applied. (15 Points)
15. Please describe any organizations, agencies or providers whom you plan to subcontract with in each of the regions to provide this program. Please describe their qualifications as they relate to the work described in this RFQ. (5 Points)

F. COST PROPOSAL (SECTION 3 OF PROPOSAL BINDER)

The following maximum amount of money has been allocated per region for the purposes of carrying out the work of this program:

- Region 1 - \$102,582
- Region 2 - \$82,774
- Region 3 - \$120,999
- Region 4 - \$158,251
- Region 5 - \$110,159
- Region 6 - \$120,235

For each of the regions for which you have applied, please provide a budgeted amount for the work outlined in the RFQ. Any proposal in

excess of the maximum amount allocated per region may be rejected by DSHS

This section will be unscored but will be used for the purpose of writing contracts that result from this RFQ.

G. PERFORMANCE OUTCOMES AND REPORTS

DSHS intends to measure performance of those bidders that are awarded contracts under this RFQ on the following criteria:

1. OUTCOME REPORTING

The Contractor shall report to the CA social worker at the completion of service to individual children:

- a. The baseline for the identified child problem behavior
- b. The frequency of the identified behavior at the end of service
- c. Any changes in the child's placement
- d. The retention status of the foster care, relative care, or kinship care home

2. QUARTERLY REPORTING

The Contractor on an annual basis shall provide a report to CA that summarizes the following information for all clients served in that quarter:

- a. Number of families and number of children served in the fiscal year
- b. Number of children whose identified problem behavior reduced from the baseline
- c. Number of children who were in the same home from the beginning to the end of service
- d. Number of foster homes retained from the beginning of service to the follow up visit
- e. In addition, six months after the start of this program, the Contractor will be asked to contact a number of families and children who have received services under the program as negotiated with the Contractor. The Contractor will measure the satisfaction of those children and families, using a form to be provided by Children's Administration

IV. Evaluation

A. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this Procurement and any amendments issued. The evaluation of proposals shall be accomplished by an evaluation team to be designated by DSHS who will be responsible for the review, evaluation and scoring of Bidder proposals. DSHS, at its sole discretion, will select finalists for an oral presentation. If oral presentations are held, evaluators will evaluate and score the oral presentations of bidders selected as finalists.

B. PROPOSAL EVALUATION

Each Proposal will first be screened to determine if the Bidder has complied with appropriate Administrative Requirements and Submittal Instructions. Each Proposal must meet the Administrative Requirements to be eligible to submit a proposal to this RFQ. If your proposal does not meet all Administrative Requirements for this RFQ, DSHS may consider your proposal nonresponsive and withdraw it from consideration at any time. Evaluators will score all responsive proposals and award points up to the maximum points available for each question.

C. SCORING OF PROPOSALS

The Administrative Requirements are evaluated on a pass/fail basis. The following weighting and points will be assigned to the proposal for evaluation purposes:

Written Proposal

Experience and Qualifications	125 Points
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Oral Presentations	Optional - finalist(s) only	30 Points
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Total	155 Points
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Your score for the written proposal will be the average of the scores of the evaluators who review your written proposal. Your final Total Evaluation Score will be the average points awarded for your written proposal and your oral presentations if applicable.

D. EVALUATION OF ORAL PRESENTATIONS

DSHS may, after evaluating the written proposals, elect to schedule oral presentations of the finalists. The RFQ Coordinator will notify finalists of the date, time, and location of the oral presentations.

DSHS will select evaluators for the oral presentations based on their qualifications, experience and background relevant to this RFQ. These evaluators may include evaluators who reviewed the written proposals or DSHS staff who will work with the successful bidder(s). Evaluators will score the oral presentations in accordance with RFQ requirements and evaluation criteria.

E. FINAL DETERMINATION OF APPARENTLY SUCCESSFUL BIDDER(S)

DSHS program staff and/or management may conduct a final review of the evaluation and scoring of finalist(s).

In this final review, DSHS may consider past or current performance of any DSHS contracts by a finalist(s), and any experience of the program or DSHS in working with a finalist(s) under any past or current contract with DSHS.

DSHS management shall make the final determination as to which bidder(s), initially designated as finalist(s), shall be officially selected and notified as the Apparently Successful Bidder(s) under this Procurement.

In doing so, DSHS management shall be guided, but not bound, by the scores awarded by the evaluators. Program staff and DSHS management shall determine which proposals reviewed during this final selection process will best meet the needs of DSHS and, specifically, the needs of the Children's Administration.

Any bidder who would be an Apparently Successful Bidder based on the scores awarded by the evaluators, and who is not selected, shall be provided, upon request, with the reasons for selecting a bidder with a lower final score.

V. Exhibits

A. DEFINITIONS

The following terms which appear in this RFQ have the meaning that is defined below for the purposes of this RFQ:

- **Apparently Successful Bidder** - A bidder selected as having submitted a successful proposal, based on the final determination of DSHS management taking into consideration the bidder's final proposal score and which proposals best meet the needs of DSHS. The bidder is considered an "apparently" successful bidder until a contract is finalized and executed.
- **Agency** – The Department of Social and Health Services is the agency of the State of Washington that is issuing this RFQ.
- **Bidder** - An individual, organization, public or private agency, or other entity submitting a proposal in response to this RFQ.
- **Contractor** – Individual or Company whose proposal has been accepted by the Agency and is awarded a fully executed, written contract.
- **Issue** - To mail, post or otherwise release this RFQ as a public document to interested parties.
- **Key Personnel** - Staff being proposed to do the work under this proposal.
- **Proposal** - All material prepared and assembled by a bidder, and which the bidder submits in response to this RFQ.
- **Protest** - An objection by the bidder, in writing, protesting the results of this RFQ, and which complies with all requirements of this RFQ.
- **RCW** - Revised Code of Washington. (All references to RCW chapters or sections shall include any successor, amended, or replacement statute.)
- **RFQ** - Request For Qualifications i.e., this RFQ document.
- **RFQ Coordinator** - The person named in this RFQ as the RFQ Coordinator, or the RFQ Coordinator's designee within Central Contract Services. The sole point of contact within DSHS regarding this RFQ for potential bidders and other interested parties.
- **Statement of Work** - A statement of the work or services which the Contractor is to perform under any contract awarded, and which is generally in the form of an exhibit attached to the contract.
- **Submit** - To deliver to the DSHS RFQ Coordinator any of several documents described in this RFQ and in the manner specified in this RFQ.
- **WAC** - Washington Administrative Code. (All references to WAC chapters or sections shall include any successor, amended, or replacement regulation.)

- **You** - The person, agency, or organization requesting a copy of this RFQ or submitting a proposal in response to this RFQ.

B. BIDDER INFORMATION, CERTIFICATIONS AND ASSURANCES FORM

STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CENTRAL CONTRACT SERVICES

BIDDER INFORMATION, CERTIFICATIONS AND ASSURANCES
Request For Qualifications (RFQ) #

Completion of this Bidder Information form is a mandatory requirement for contracting with the Washington Department of Social and Health Services (DSHS). The certifications and assurances contained herein are a required element of the Proposal.

Failure to submit this Bidder Information form or any applicable attachments with your proposal may result in your proposal being rejected as nonresponsive.

Please Type or Print Legibly:

Bidder Name: _____

Bidder Address: _____

Telephone: _____ Fax Number: _____

Contact Person for the Bidder's proposal: _____

Check the applicable box and complete the sections identified.

a. The Bidder is an individual and is a:

☐ Sole Proprietor

You must complete Sections A, B and F.

b. The Bidder is a partnership and is a :

☐ General Partnership

☐ Limited Partnership

☐ Limited Liability Partnership

You must complete Sections A, C and F.

c. The Bidder is a corporation and is a:

☐ For Profit Corporation

☐ Non Profit Corporation

☐ Limited Liability Corporation

You must complete Sections A, D and F.

d. The Bidder is a public Agency,
governmental entity, or federally
recognized tribe ☐

You must complete Sections A, E and F.

Provide additional information on separate sheets as may be required in each section

Section A: All Bidders

1. The Bidder's Federal Identification number is: _____
2. The Bidder's Washington Uniform Business Identifier (UBI) Number is: _____
To obtain a Washington UBI Number call 360-664-1400.
3. Information concerning the proposed Contract Manager for the Bidder:

Name: _____

Work Address: _____

Telephone: _____ Fax Number: _____

4. Has the Bidder had a contract or work order terminated for default during the last five years?

☐ Yes ☐ No

If yes, attach a signed statement describing the contract, the circumstances surrounding the termination, and the name, address and telephone number of the other party to the contract. DSHS will evaluate the facts and may, at its sole discretion, reject the Bidder's proposal on the ground of its past performance. For the purpose of this question, "termination for default" means notice was given to the Bidder to stop contract work due to nonperformance or poor performance, and the performance issue was either (a) not contested by the Bidder or (b) litigated, finding the Bidder in default.

5. The Bidder declares that all answers and statements made in the Proposal are true and correct.
6. The Bidder certifies that the prices and/or cost data contained in the Bidder's proposal 1) have been determined independently, without consultation, communication or agreement with others for the purpose of restricting competition, and 2) have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before contract award, except to the extent that the Bidder has joined with other individuals or organizations for the purpose of preparing and submitting a joint proposal or unless otherwise required by law.
7. The Bidder's proposal is a firm offer for a period of 180 days following receipt, and it may be accepted by DSHS without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 180-day period. In the case of a protest, the Bidder's Proposal will remain valid for 210 days or until the protest is resolved, whichever is later.
8. In preparing this Proposal, the Bidder and/or the Bidder's employees have not been assisted by any current or former DSHS employee whose duties relate (or did relate) to this procurement and who was assisting in other than his or her official, public capacity.

If there are any exceptions to these assurances or Bidder has been assisted, identify on a separate page attached to this document each such individual by (a) name, (b) current address and telephone number, (c) current or former position with DSHS, and (d) dates of employment with DSHS; and describe in detail the assistance rendered by that individual.

9. The Bidder acknowledges that DSHS will not reimburse the Bidder for any costs incurred in the preparation of this Proposal. All Proposals become the property of DSHS, and the Bidder claims no proprietary right to the ideas, writings, items or samples.

10. The Bidder acknowledges that any contract(s) awarded as a result of this procurement will incorporate a Statement of Work and General Terms and Conditions substantially similar to the sample contract attached to the procurement document. I certify, on behalf of the Bidder, that the Bidder will comply with these or substantially similar Special Terms and Conditions and General Terms and Conditions if selected as an Apparently Successful Bidder.
11. The Bidder acknowledges that any contract(s) awarded as a result of this procurement will also incorporate Special Terms and Conditions applicable to this procurement as prepared by DSHS. The Bidder acknowledges that it will negotiate in good faith any changes or modifications to any portion of the proposed contract.
12. The Bidder understands that, if selected to contract with DSHS, the Bidder will be required to comply with all applicable state and federal civil rights and other laws. Failure to so comply may result in contract termination. If requested by DSHS, the Bidder agrees to submit additional information about the nondiscrimination policies of the Bidder's organization in advance of or after the contract award.
13. The Bidder' certifies that is has a current Washington Business License, and agrees to promptly provide a copy of the license in the event the Bidder is selected as the Apparently Successful Bidder.
14. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit a proposal for the purpose of restricting competition.

Section B: Sole Proprietors Only

1. I am authorized to sign any contract that may result from this procurement.
2. Is the Bidder or any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

Section C: Partnerships Only

1. The Bidder is organized under the laws of, and is in good standing with, the State of ____.
2. Attach the following to this Bidder Information form:
 - Name and address of each of the Bidder's General Partners;
 - Name and address of each of the Bidder's Limited Partners; and/or
 - Name and address of each of the Bidder's Limited Liability Partners.
3. Is any General, Limited, or Limited Liability Partner a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

4. Is any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

5. I am authorized to bind the Bidder to a contract or the name and title of the individual who is authorized to bind the Bidder to a contract and who will be signing any contracts between DSHS and the Bidder is:

Name: _____

Title: _____

Section D: Corporations Only

1. The Bidder is organized under the laws of, and is in good standing with, the State of ____.
2. Attach the following to this Bidder Information form: Name and address of each of the Bidder's Officers and Directors.
3. Is any Officer or Director of the Bidder a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

4. Is any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

5. I am authorized to bind the Bidder to a contract or the name and title of the individual who is authorized to bind the Bidder to a contract and who will be signing any contracts between DSHS and the Bidder is:

Name: _____

Title: _____

Section E: Public Agencies Only

1. The Bidder is a "public AGENCY" as defined in Section 39.34.020 RCW and is a:

☐ State Agency

☐ Institution of Higher Learning

☐ County

☐ Public School

☐ City

☐ Federally Recognized Tribe

☐ Other: _____

2. Is any Manager or Employee of the Bidder Public AGENCY a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

3. Is any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?

☐ Yes

☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

4. I am authorized to bind the Bidder to a contract or the name and title of the individual who is authorized to bind the Bidder to a contract and who will be signing any contracts between DSHS and the Bidder is:

Name:

Title:

Section F: All Bidders

1. By signing below, the Bidder authorizes DSHS to conduct a financial assessment and/or background check of the Bidder if DSHS considers such action necessary or advisable before contracting with the Bidder.
2. Under the penalties of perjury of the State of Washington, the undersigned affirms the truthfulness of the statements made herein. The undersigned certifies that the Contractor is now, and shall remain, in compliance with the certifications and assurances contained herein, and agrees that such compliance is a condition precedent to the award and continuation of any related contract(s). The undersigned acknowledges the Bidder's obligation to notify DSHS of any changes in the statements, certifications and assurances made herein.

Signature

Date

Printed or Typed Name

Title

C. SAMPLE CONTRACT